Purpose:
I chose this activity to use in a chat environment because it is a good text-based activity that requires students to critically think about what they see on the screen and provide feedback. It is also an activity that will be easy to manage in a chat room because I will be able to open the floor for all students to respond, or call on individuals if there are lurkers or other students dominating the discussion.

Preparation:
I will prepare/type my introduction, questions, and concluding remarks ahead of time and have them open in a word processing program in order to copy and paste them in to the chat room as needed.

I will arrive to the chat 15 minutes early to welcome students as they enter the chat room and confirm that each of them knows how to use the chat feature correctly. I will also have the directions to how to use the chat correctly prepared as a part of my script.

Students will be provided a document on chat netiquette prior to the chat session. This document will include how to share emotions using text and other useful information how standard chat etiquette.

Session Length:
20 – 30 minutes

Objectives:
1. By responding to questions, students will review and reinforce the use of chat in a classroom setting.

2. By responding to questions, students will critically develop strategies for reducing chaos in synchronous chat sessions.

Number of Sessions
1 session during our course's regularly schedule chat session

Group Size:
7 – 10 Participants

Agenda

Activity 1: Welcome Message
5 minutes in warm-up period, saying hello, etc.
This doesn't meet an instructional objective.

Activity 2: Text Review Questions
10 minutes.
Instructor offers basic review questions from the readings regarding online chat. Students respond. This directly relates to instructional objective #1: students will review and reinforce the use of chat in a classroom setting.

Sample questions: What do you see as some of the challenges of using chat? What do you see as some of the benefits of using chat?

Activity 3: Sample Topics for Expository Essays
10 minutes.
Instructor offers questions that require student thought and response. Students respond. Instructor asks student to develop a list of strategies an online instructor can use to reduce chaos in a synchronous chat session. This directly relates to instructional objective #2: students will critically develop strategies for reducing chaos in synchronous chat sessions.

Sample questions: What are some strategies for reducing chaos during your synchronous chat sessions? What "rules" do you feel should be implemented in a synchronous chat session?

Activity 4: Wrap up and Q & A
5 minutes
While this doesn't meet an instructional objective, it will allow me to answer outstanding questions about content and assignments.

Possible challenges and proposed trouble shooting techniques.

- One or two students might answer all the questions. Solution: Call on individuals.

- Response to questions might go quicker than expected. Solution: Prepare for extra questions.

- Response to questions might go longer than expected because students type slowly. Solution: Be patient. Consider sending unaddressed questions to students in email as follow-up.

- Students might lose connection during session. Solution: Archive session, follow-up in email. Leave adequate time for students to practice technology before the actual session.

Prior to Meeting

Hello, Class! I wanted to prepare you for our upcoming synchronous session. Therefore, below you will find the necessary details for participating in the chat.

Time
We will meet from 7:00 – 8:00 PM (CDT). However, I strongly recommend that you enter the classroom a minimum of 15 minutes early in case of technical difficulties.

Classroom
For this week's session, we will meet in our Course Chat Room. To attend, simply login to our classroom and click on the Course Chat Room link under the Course Communication heading. On the next screen, click on "Click here to enter the chat now." When you do this, a chat window will appear that looks like the snapshot below.
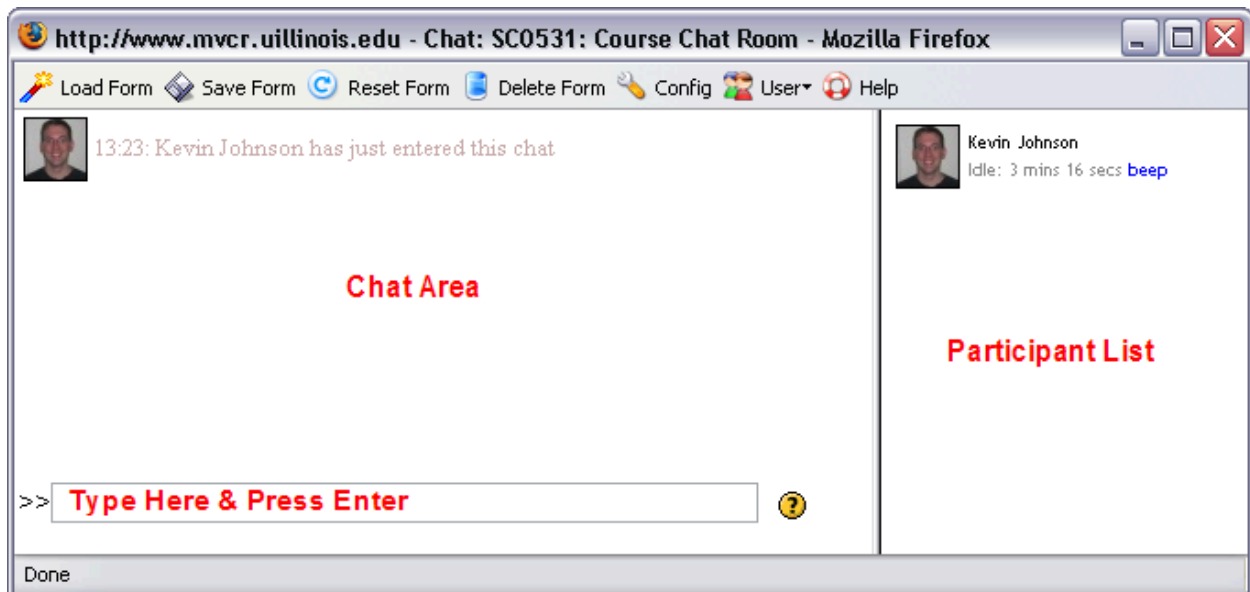
Netiquette

Questions
If you have a question during the chat, we ask that you first notify us and then wait for us to "call" on you. In Moodle, you can prompt us by typing a colon and then the question mark (:?). When you press Enter, your name then ? will appear in the chat room (e.g., Kevin ?). While waiting for me to "call" on you, please type your question in the chat box and be prepared to press Enter when prompted.

Acronyms
To help you convey your message quickly, I have included a link to AOL's Acronym Dictionary.

http://www.aim.com/acronyms.adp?aolp

Posting
Please keep posts to a minimum and as concise as possible.

Backup Plan
In case, for any reason, there are technical difficulties, please be prepared to move the discussion to Skype. To conference in Skype, you will login and wait for me to invite you into the chat room. Once everyone is inside, we will begin.

Please let me know if there is anything else we can do to help you!

Have a GREAT day!
Kevin ☺

Script

Individual Welcome
Good evening <Student Name>. Thanks for coming.

> **If no response:**
> If this is your first time in this program's chat module, you can send a message to everyone in the chat room by typing in the Message Box at the bottom of your screen and clicking send or pressing your Return key. This chat module only allows you to type a single line at a time and does not offer private chats between participants.
>
> If you need additional assistance, I have my E-mail open and you can send me a quick message describing the issues. My E-mail address is MVCR-Synch@uillinois.edu.
>
> If this is something that might take a lot of time to solve, we can set up an appointment at another time to troubleshoot. Once the problem is solved, we can enroll you in another live session. Until then, the archived script will be available for you to review.
>
> **If response:**
> Good, I can see you know how to send a message.

As People Enter
Feel free to say hello to classmates as they enter the room. We plan to start class right at 7:00 PM so that we can end on time.

Welcome Message
Good evening all.

I am glad that each of you could make this evening's event. We are going to go ahead and get started. Tonight's session should last approximately 30 minutes. However, if you have questions, we will stick around afterwards, or you can E-mail us directly. Feel free to ask questions at anytime during the session by simply submitting them via your messaging box.

Our goals for tonight are the following:
(1) Review and reinforce the use of chat in a classroom setting.

(2) Critically develop strategies for reducing chaos in synchronous chat sessions.

Let's get started with our first activity.

Activity 1:

What do you see as some of the challenges of using chat?

What do you see as some of the benefits of using chat?

Activity 2:
Now that we have identified some of the benefits and challenges of chat, let's move on to discussing some strategies for reducing chaos and technical difficulties when using synchronous chat sessions in our online classrooms.

What are some strategies for reducing chaos during your synchronous chat sessions?

What "rules" do you feel should be implemented in a synchronous chat session?

How might be prep students for a synchronous chat session?

Activity 3:
Great job everyone.

I want to remind you that this chat has been recorded and will be made available to you for review via our online classroom starting tomorrow.

I will place it in this week's module with the Title of "Module 2 Chat Transcript."

Are there any questions before we go?

Have a GREAT evening, and please feel free to contact us via E-mail if questions arise.

Good night!